



DEPEW UNION FREE SCHOOL DISTRICT

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INTERNAL CSEA JOB POSTING NOTICE OF VACANCY

TITLE:

SCHOOL MONITOR/FOOD SERVICE HELPER

LOCATIONS:

Cayuga Heights - Food Service Helper Shift 8:30 am -11:00 pm M-F
JOB DESCRIPTION ATTACHED

Cayuga Heights School Monitor Shift: 11:00 am -1:30 pm M-F (cafeteria)

SALARY:

As per CSEA agreement

JOB DESCRIPTION:

- * Assist and supervises students in the cafeteria during lunch periods.
- * Assist and directly supervises students with severe food allergies
- * Works in conjunction with the school administration to create a SAFE and SECURE school environment.
- * Circulates the cafeteria and assists students as needed.
- * Assists students with meal set-up and clean-up.
- * Does related work as required. (e.g. wiping off tables in between lunch periods)
- * Required to be trained in use of Epi-pen and awareness of allergic reactions
- * Performs other duties as directed by administration in relation to the job

QUALIFICATIONS:

- * Ability to establish and maintain appropriate relationships with students, maintain order and enforce school regulations.
- * Ability to develop and maintain appropriate relationships with teachers, administrators and staff.
- * Ability to understand and follow oral and written instructions.
- * Good power of observation; dependability; neat personal appearance; tact; courtesy; and good judgment.

ANTICIPATED START DATE:

December 19, 2017

APPLICATION DEADLINE:

November 20, 2017

INTERESTED PARTIES SHOULD SUBMIT RESUME AND APPLICATION TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

November 13, 2017

"Inspiring, Challenging, Achieving"

Depew Union Free School District
Job Description

Subject: Food Service Helper

A. Overview:

Assists in the preparation and serving of food, in the cleaning of kitchen equipment, overall sanitation of the kitchen; does related work as required. This is simple routine manual work performed under immediate supervision in connection with preparing and serving food in a cafeteria or other eating place. Cleaning of kitchen, equipment, serving meals, dishes, floors, counters, pots and pans along with over all sanitation. Any other duties as assigned.

B. Full Performance Knowledge's, Skills, Abilities and Personal Characteristics:

Elementary knowledge of the proper methods of serving food and the care of tableware, silver and kitchen appliances; practical working knowledge of modern cleaning methods and the use of cleaning supplies and appliances; ability to follow simple oral and written directions; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

C. Qualifications:

High school diploma or equivalent. Some experience in domestic work including food service preferred.

D. Responsibilities:

1. Helps to prepare vegetables, fruits, entrees and meats
2. Makes sandwiches and salads and other meal options
3. Assists in breakfast and lunch preparation
4. Serves food from steam tables in cafeteria-type dining hall
5. Serves food from carts in halls for breakfast meal service
6. Sets up milk
7. Fills condiments and silverware containers
8. Washes and puts away dishes, pots and pans; Use of Dish machine
9. Cleans tables, chairs, serving tables and other equipment
10. Acts as cashier
11. Sweeps and mops floors
12. Helps where needed. All other duties as assigned